



Pre-Retirement Training Class Preparation

Hello, my name is Phyllis Conary. I will be facilitating the upcoming retirement course. Our goal is to help you fully understand your government benefits and the choices available to you at retirement.

In order for you to gain the most from this class, we recommend reviewing some personal data before class and bringing the following items with you. ***Please note that these are suggestions only and all items are for your personal use.***

1. **A calculator (your phone will work) and a highlighter**
2. **Social Security Statement** – These have not been mailed out since 2010; however, you may obtain the same 4-page statement via the Social Security website. Simply go to www.ssa.gov and choose “Get your Social Security statement online.” To obtain your statement, you will need to establish an account which requires having access to a former year W-2 (process takes 5-10 minutes).
3. **Leave and Earnings Statement (LES)** – Will allow you to verify amount of sick leave and current costs of insurance.
4. **SF 50, Personnel Action Form** – Any fairly current form is adequate and will allow verification of service computation date, retirement system and details of life insurance coverage.
5. **Thrift Savings Plan** – Consider bringing a copy of a TSP statement which can also be printed out from the TSP website if you have your pin. *Note: If you don't have access to your pin, this is something you can do later.* Regardless of whether or not you locate your statement, all employees are encouraged to experiment with the TSP calculators—you don't need to log into your account to use the calculators. Simply go to the website -- www.tsp.gov, choose Tools, then Calculators.
 - a) First, select the ***How Much Will My Savings Grow*** calculator. Try this using the amount you currently contribute. Then experiment with increasing your contribution between now and retirement or waiting longer to start TSP withdrawals to see how much retirement savings will be available to you.
 - b) Next, try the ***Retirement Income Calculator*** to compare possible monthly income coming directly from the TSP by choosing a dollar amount (which can be changed annually) or from letting the choice be based on IRS life expectancy tables. You may also view payments available by removing funds from TSP and purchasing the offered life annuity. These options will be discussed in class.

Should you have any remaining questions after the class, you will be given a 30-day window to submit questions to me via email at pconary@fedbenefitsolutions.com. I'm looking forward to working with you soon.